



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

AEAGA-CE

MEMORANDUM FOR SEE DISTRIBUTION


27 March 2003

SUBJECT: Civilian Emergency Contact Information

This memorandum expires 26 March 2005.

1. When someone in our command is affected by a crisis, that person's family members or other designated individuals must be contacted without delay. For this reason, it is critical that commanders have immediate access to emergency contact information on all personnel in their commands, including DA civilian and local national employees.
2. To help collect and maintain emergency contact information on DA civilian employees worldwide, the Department of Army developed a confidential, web-based, Emergency Contact Database System. This system can be accessed from the Civilian Human Resource Management Agency Webpage at <http://www.chrma.hqusareur.army.mil>. Commanders will ensure that each DA civilian employee is briefed on this system and encouraged to register.
3. DA civilian employees who choose not to register on-line should provide emergency contact information to their supervisors. Local national employees should be asked to volunteer similar information.
4. Leaders should encourage employees to register in the Emergency Contact Database System. Having this information available on-line will allow for immediate notification of the employee's designated contact in the event of an emergency.
5. The POC is Mr. Barger, DSN 375-2530 or e-mail: thomas.barger@cpocea.army.mil.

FOR THE COMMANDER:


ANTHONY R. JONES
Major General, GS
Chief of Staff

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